

Professionals and Professional Faculty Assembly

MEETING MINUTES

Thursday, April 19, 2012 8:15-9:45am

Board of Visitors Board Room, Blow Hall

In attendance:

Wayne Boy

Judith Corello

Sharron Gatling

Peel Hawthorne

Karlene Jennings

Pamela Mason

Mary Molineux

Dorothy Osborne

Mane Pada

Carlane Pittman-Hampton

Jennifer Sekula

Cory Springer

Absent:

Lesley Atkinson

Tina Coleman

Jennifer Latour

Elaine McBeth

Robert Reis

Wendy Webb-Robers

8:15-8:30am

I. Molineux called the meeting to order at 8:15 a.m. No guests were in attendance.

II. The agenda was reviewed. Molineux announced one new item: consideration of the PPFA doing a “self-assessment” or “lessons learned” process to evaluate how the organization is working and achieving its objectives.

III. Minutes:

- February 23, 2012: approved (we lacked a quorum at the March meeting).
- March 28, 2012: reviewed and reported on action points; approved pending determination about terminology (there was no quorum at the March meeting).

8:30-9:20am

IV. Goals and Objectives reports:

A. Performance Planning & Evaluation Policy

- Sekula reported that the Policies and Administrative Issues Committee had had a productive meeting, with W&M's Compliance and Policy Officer Kiersten Boyce present, to continue reviewing the Performance Planning and Evaluation Policy for PPFs. The committee and Boyce will continue working on the policy and will report recommended changes to the PPFA in the near future. The committee will also continue preparations for the June 2012 surveys of PPFs and PPF supervisors about the performance planning and evaluation process.

B. Tuition Waiver for Part-Time Employees

- Pittman, reporting for the Academic Issues Committee, stated that the proposal had been endorsed by the Staff Assembly (SA). We are waiting on the Faculty Assembly (FA)'s feedback. Pittman thanked the committee members for their hard and wonderful work. **ACTION:** Once those endorsements are gathered, Molineux will send the proposal to the Provost.

C. Partnership Program

- Pada announced that this program, which matches interested new employees with current employees, had launched. The program is described on the Human Resources website: Human Resources – New Employee – Partnership Program. Detailed information and related links to both the potential partners and new employees can also be found on this website. Next steps: Partners' orientation is scheduled on Friday, 4/27 (to be conducted by Pada and Vice President for Human Resources Earleen O'Roark).

D. PPFA elections

- Boy indicated that the Call for Nominations form was ready to be sent. Nominations period will run from 4/20 until 5/4. Elections will follow, beginning 5/7. The ballot will be tested first among the committee members. Boy and Pada will be available to answer any questions nominees might have on Wednesday, April 25, in the lobby of the Cohen Career Center from 12:00 PM until 1:00 PM.

E. PPFA *internal* leadership development

- Molineux reported that the internal leadership project had not had response from PPFA members, but that those members who had served actively this past year on committees or other projects had gained some valuable experience. She also reported on the College's plans for a leadership program next fall, coordinated by Associate Provost Kate Slevin. It will initially be offered to faculty and administrators as a pilot program. Eventually it will be offered to other employees. **ACTION:** For the PPFA members, and for professionals/professional faculty in general, identify leadership opportunities and post on the PPFA's website (or work with Human Resources to post there).

F. Provost's Breakfast Group meeting report

- This group, with representatives from the PPFA, Staff Assembly, Black Faculty and Staff Forum, EqualityWM, and Women's Network, met with the Provost on Wednesday, April 18. Each constituency gave a brief report. The group is discussing a name change to make the group's membership and purpose clearer, such as "Provost's Constituencies Council."

9:20-9:45am

V. New business.

- A. Developing connections across all categories of W&M staff (operational, classified, hourly, professionals, & professional faculty). Discussion centered on the sense of separateness felt by some staff between categories of staff (e.g., between professionals and operational staff). Suggestions for helping reduce this included clearer communications (such as about varying work schedules) and finding projects in which all staff could work together (perhaps organized jointly by the PPFA and Staff Assembly).
- B. Employee-to-Employee tutoring project: for sharing expertise on best practices, computer skills, etc. Molineux introduced this new topic having to deal with helping each other develop new skills and enhance current ones. The idea behind it is to offer an alternative to small class/workshop type instruction. Instead, the participants would meet one-on-one. Topics could include but not be limited to: technology skills, presentation skills, best practices, memo writing skills, social media, etc. Molineux and Faculty Assembly president Todd Mooradian have discussed this idea and will explore it further in the next several months.
- C. Service project (e.g., campus clean-up; Chesapeake Bay clean-up; Relay for Life; etc.): As one way to bring professionals/professional faculty together – or even to help with the issue of bringing all types of campus employees together (as in A above), Molineux asked if the PPFA would be interested in engaging in a large-scale service project where many employees would have the opportunity to work side-by-side and get to know each other. Depending on the project, it might be possible for employees to use their hours from their allotment of 16 community service leave hours. We will continue to discuss this at a later meeting. **ACTION:** Each PPFA member will check with their department's colleagues about the interest in such a project.
- D. Assessment: Molineux's idea for the PPFA to evaluate itself (i.e., review strengths, weaknesses, objectives, etc.) will be discussed at a future meeting.

VI. Next PPFA Meeting:

Wednesday, May 30, 2012 8:15-9:45am
Board of Visitors Board Room, Blow Hall

VII. Adjournment. Molineux adjourned the meeting at 9:45 AM.

Respectfully submitted, Maria Elena Pada, Secretary, Monday, April 30, 2012

Approved by the PPFA, June 28, 2012.